

# SAVANNAH CIVIC CENTER

A City of Savannah Facility

[www.savannahcivic.com](http://www.savannahcivic.com)

912.651.6550

## DIRECTIONS

The Savannah Civic Center is located in the heart of the Historic District within easy walking distance of many fine restaurants, hotels, inns, art galleries, museums, and historic sites.

4 Hours from Atlanta on I-75 and I-16

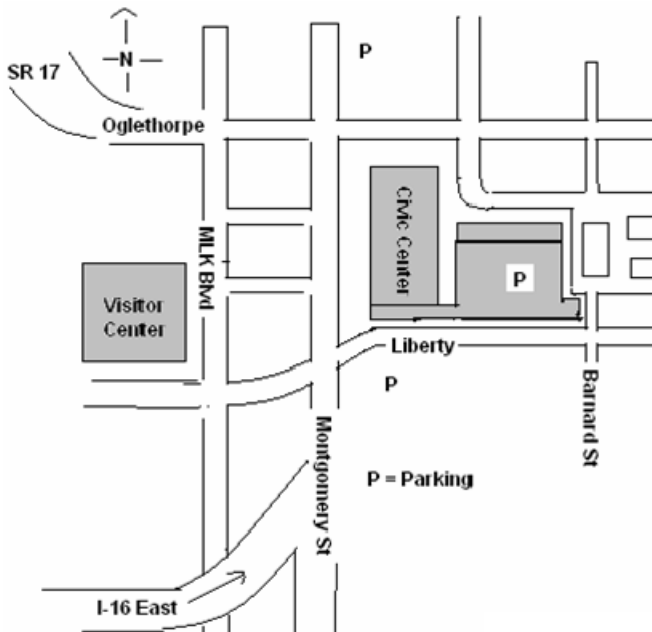
- 3 Hours from Columbia on I-26 and I-95
- 2 Hours from Jacksonville on I-95

From I-95, turn East on I-16 and continue as the Interstate leads you onto Montgomery Street. At the intersection of Montgomery and Liberty Streets you will see the Savannah Civic Center Marquee

## Montgomery Street and Oglethorpe



## Montgomery Street and Liberty



## The Savannah Civic Center

301 W. Oglethorpe  
Savannah, Georgia 31401





## SAVANNAH CIVIC CENTER

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### RENTAL RATE SCHEDULE

**ARENA** (55'h [floor to grid] x 106'w x 194'd) = 20,000 sq. ft. + 5,000 sq. ft. Exhibit Hall

Capacity	6,000 - 9,600
Ticketed Events	\$2,500.00 or 12% - whichever is greater
Non-ticketed (not for profit)	\$2,250.00
Exhibit Shows	\$2,000.00

**THEATRE** (Total stage dimensions 107' 8" x 71' 4")

Capacity	2,524 (1,582 orchestra, 216 mezzanine, 678 balcony)
Ticketed Events	\$1,750.00 or 10% - whichever is greater
Non-ticketed (not for profit)	\$1,250.00

**BALLROOM** (48'x125')

Capacity	400
Event	\$1,550.00 Includes tables, chairs and one room set-up; Security for 9 hours

**MEETING ROOMS** (30'x50')

Capacity	60 (Banquet Seating), 125 (Theater Seating)
Event	\$600.00 for One Room \$900.00 for Two Rooms \$1,200.00 for Three Rooms – One Wing Includes tables, chairs and one room set-up Security for 9 hours

- All rental rates are per event and per day room rental only
- Labor, security, equipment, tables/chairs and other charges may apply

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## SERVICE RATES

Box Office	4% of net (gross less tax) ticket sales*
	A service charge/ticket sold charged to purchaser
Sales Tax	7%
Merchandising Fee	30%, facility does NOT provide sellers
Table set-up fee	\$7.00/table
	\$12.00/skirted table
Chair set-up fee	\$1.00/chair
	\$3.00/padded chair
Forklift	\$125.00/day, operator additional
Spotlights	\$100.00/show, operator additional
Staging	\$50.00/ 8'x8' section
	\$1,000.00 for full stage (48' x 56')
Electricity	<b>Booth Power:</b> Advance Orders/1 duplex outlet
	110-Volt 30 AMPS \$ 60.00
	220-Volt 30 AMPS \$ 60.00
	220-Volt 50 AMPS \$ 80.00
	220-Volt 100 AMPS \$130.00
	Exhibitor provides ALL special wire & receptacles for 220
	Hook Ups
	Floor orders add: \$15.00
	Advance additional outlets \$ 8.00
	Floor order additional outlets \$15.00
	<b>Show Power:</b>
	Up to 1,000 amps \$500.00
	Up to 2,000 amps \$750.00
Water	\$35.00/ea Available off standard water hose connection
	Exhibitor provides ALL Hoses & Hook Ups
Wireless Internet	Advance Order /Each \$50.00
	Floor Order /Each \$65.00
Theatre Sound	Operators additional
Parking	\$5.00/day is charged per car entering the lot. Advance passes may be bought for exhibitors. The lot may be purchased depending on other events in the building for \$500.00/day.
Catering	All catering MUST be handled by caterers on the Civic Center's approved list.
Towels	Pricing available upon request.
Easels	\$5.00 each

**\*No cash disbursements shall occur until the headlining act for the event has taken the stage.**



02/2008



## SAVANNAH CIVIC CENTER

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### **PERSONNEL RATES**

The Facility requires employment of certain personnel, which will be charged to the Lessee.

**Stagehands:** Stagehand crews are guaranteed 4 hours on the "in", 3 hours on the "out", and 3 hours for performances and rehearsals.

Rates are time and one half on holidays, Sundays, after midnight, and before 7 a.m.

	<u>In/Out</u>	<u>Performance/Rehearsal</u>
Production Manager	\$20.00/hr	\$22.00/hr
Electrician	\$16.00/hr	\$17.00/hr
Rigger	\$19.00/hr	
Ground Rigger	\$18.00/hr	
Stagehand	\$15.00/hr	\$17.00/hr
Truck Loaders	\$30.00/man/truck	

**Security:** Uniformed security is guaranteed a 4-hour minimum. Rates increase to time and one half after midnight, holidays and Sundays.

Security Supervisor	\$27.00/hr
Uniformed Security	\$22.50/hr

**Event Staff:** Event staff is guaranteed a 4-hour minimum.

Ticket Taker Supervisor	\$12.00/hr
Ticket Taker	\$10.00/hr
T-Shirt Security Supervisor	\$15.00/hr
T-Shirt Security	\$13.00/hr
Ticket Seller Supervisor	\$15.00/hr
Ticket Seller	\$12.00/hr
Switchboard Operator	\$50.00/show (3-hour maximum)
Ushers	\$250.00/show

02/2008





## **SAVANNAH CIVIC CENTER**

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### **TICKETING**

#### **SYSTEM**

- Etix.com
- Seating selection available to patron

#### **PROMOTER SERVICES**

- Ticket counts available
- Immediate on sale capabilities
- Provide on-site sales day of event
- Mailing list of charge-by-phone customers
- Cash available upon event settlement, day of event
- Provide on-site sales at special promotion locations
- Dedicated event coordinator/contact for your event

#### **OUTLETS**

- All outlets accept CASH ONLY
- Over 500,000 customers within 20 minute drive of outlets
- Savannah     Lester's Florist on 37<sup>th</sup> and Bull Street  
                         Oglethorpe Mall Customer Service Desk

#### **BOX OFFICE/CHARGE-BY-PHONE**

- Flexible hours for specific event requirements
- Mastercard, Visa , and Cash Accepted – NO personal checks
- 1.800.351.7469 (Nationwide)
- 912.651.6556

#### **FEES**

- Service charges apply per ticket sold to patrons.

02/2008



## SAVANNAH CIVIC CENTER

# MARTIN LUTHER KING ARENA

### FLOOR

- 55'h (floor to grid) x 106'w x 194'd
- 20,000 sq. ft. On floor plus an adjacent 5,000 Sq. Ft. Exhibit Hall
- Total 25,000 Sq. Ft.

### LOADING

- Two (2) ground level loading docks are located at the South end of the Arena in the East and West corners
  - Doors have an effective clearance of 11'h x 11'w
  - Doors are 31' from display floor
  - Inside each door is a case storage/work area 11'h x 60'w x 22'd
- \*Note:** 8' area must be clear for fire lane\*

### STAGE

- Stage is 56' x 64' in 4' x 8' sections - 4' x 6' heights available in 2" increments
- 1 Set of steps and Handicap accessible
- 2' risers available in 4' x 8' sections enough to do a 16' x 16' stage

### POWER

- 1-800 amp panel on the south west end
- 2 - 400 amp panels one on South West & one on South East wall
- 1-600 amp panel in South East loading bay
- 1-100 amp in South East loading bay by roll down door
- 1-200 amp in South West loading bay
- 4-100 amp panels at the four corners of Arena

### SPOTLIGHTS

- 6 Strong Xeon Super Troupers
- 2 Strong Carbon Arc Super Troupers
- Wired for clear com
- Station is located at the main power panel

### DRESSING ROOMS

- Two 2-in-1 Dressing rooms: one each on the East and West sides at the South end of the Arena
- Two Locker Rooms: one each on the East and West sides at the main power panel

### SEATING

Standard: 7832 total = Floor 986 Box 1108 Loge 1176 Mezzanine 4562  
Loge: 1176 total = East 588 West 588  
Mezzanine: 4562 total = North 1177 South 1019 East 1161 West 1205  
Box Seats: North 246 West 431 East 431 West w/ stage 387 East w/ stage 389



# SAVANNAH CIVIC CENTER

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## JOHNNY MERCER THEATRE

### STAGE

Extended apron proscenium with pine wood floor and hydraulic orchestra pit dimensions 62'2"w x 11'10"  
Proscenium - 30'h x 60'w / Stage height - 3'8" w/ Stage left & right access from house  
Edge of apron to curtain at center (pit up 26'4") (pit down 14'6")  
Edge of apron at center to last line set (pit up 61'4") (pit down 49'6")  
Edge of apron to back wall (pit up 61'4") (pit down 59'6")  
Curtain to last line set - 35' / Curtain to back wall - 45'  
Wing stage right - 27'w x 45'd. / Wing stage left -20'w x 40'd  
Total maximum stage dimensions 107'8" x 71'4"

### ELECTRICAL

1 - 800 amp ,208v, 3-phase panel back stage  
1 - 400 amp, 208v, 3-phase panel stage right & 1 - 200 amp, 208v, 3-phase stage right  
1 - 400 amp, 208v, 3-phase panel stage left

### RIGGING

Single purchase T-Track counterweight system located stage left  
50 line sets, 48 clearable all with 70' x 2" pipes  
Grid is 80' from the deck, 70' to loading gallery  
1200 lbs. max capacity per line including pipe weight  
Weights are in 12.5 and 25 lb. bricks

### SOFT GOODS

Black Velour Main Drape, Grand Valance, 4 Black legs and 4 Black Borders  
1 - Red Velour Backdrop, 1 - Black Commando Cloth Backdrop, 1 - Light Blue Cyclorama

### SOUND

4000 watt 3-way left, center, right speaker system w/2 side fill monitor mixes  
32-input Allen & Heath GL4000 mixing console  
Clear Com communications with 8 stations  
CD and Tape Playback  
JBL Vertec line array Sound System – Balcony fill, side fill, Apron fill & Center cluster

### LIGHTING

42 - 6k LMI dimmers, 1 - ETC Express 48/96 Computer/Manual Controller (FOH)  
16- ETC 19 degree source 4 Ellipsoidal (FOH)  
24 - 6" Fresnels & 10 - 8" Fresnels  
2 - Xeon Super Trooper Spotlights & 2 - Carbon Arc Spotlights  
36 - Par 64

### LOADING

Loading door -20'h x 16'w  
4'6" above ground and at stage level  
Loading Bay - indoor, off stage 80'w x 30'd area can be used for storage or work area  
Two (2) semis can load/unload at one time with ramps & dock plates

Eight two-person dressing rooms are available.



09/2007





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## UTILITY ORDER

EVENT \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_ BOOTH # \_\_\_\_\_

COMPANY \_\_\_\_\_ PHONE # \_\_\_\_\_

POINT OF CONTACT \_\_\_\_\_

ADVANCED ORDERS			
110-VOLT	✓	220-VOLT	✓
# _____ 30 AMPS @ \$60		# _____ 30 AMPS @ \$60	
# _____ Advanced Additional Outlets @ \$8.00 Each		# _____ 50 AMPS @ \$80	
		# _____ 100 AMPS @ \$130	
This service suggested for exhibitors needing electrical for a Computer, TV/Video, 1 Standard Appliance <b>Exhibitor MUST provide ALL Surge protectors, power strips, and extension cords to Power Source on Floor. CIVIC CENTER IS NOT RESPONSIBLE FOR POWER SURGES.</b>		Special:  <b>Exhibitor MUST provide ALL Special Wire and Receptacles for 220 Hook Ups</b>	

FLOOR ORDERS ADD \$15.00			
# _____ Floor Order _____ AMPS		# _____ Floor Order _____ AMPS	
# _____ Floor Order Additional Outlets @ \$15			

<b>Exhibitor MUST provide ALL Hoses &amp; Hook Ups.</b>	
# _____ Water available off standard hose connection @ \$35.00 Each	

*Fees subject to change.*

**TOTAL ORDER \$** \_\_\_\_\_

**PAID BY:** \_\_\_\_\_ Visa \_\_\_\_\_ Master Card \_\_\_\_\_ Money Order

**Name of Card Holder:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Credit Card Number:** \_\_\_\_\_

**Signature of Card Holder** \_\_\_\_\_ **Date:** \_\_\_\_\_

***This request is not complete without authorized signature.***

Liberty @ Montgomery \* Post Office Box 726 \* Savannah, Georgia 31402 \* 912.651.6550 Fax 651.6552







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## WIRELESS INTERNET USE ORDER

EVENT \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_ BOOTH # \_\_\_\_\_

COMPANY \_\_\_\_\_ PHONE # \_\_\_\_\_

POINT OF CONTACT \_\_\_\_\_

**ADVANCED ORDER \$50.00 FLOOR ORDERS \$65.00**

*Fees subject to change.*

# \_\_\_\_\_ Advanced Order @ \$50.00 Each = \$ \_\_\_\_\_

# \_\_\_\_\_ Floor Order Use @ \$65.00 Each = \$ \_\_\_\_\_

***Exhibitor MUST provide ALL EQUIPMENT***

**TOTAL ORDER \$** \_\_\_\_\_

PAID BY: \_\_\_\_\_ Visa \_\_\_\_\_ Master Card \_\_\_\_\_ Money Order

Name of Card Holder: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Signature of Card Holder \_\_\_\_\_

Date: \_\_\_\_\_

***This request is not complete without authorized signature.***





## SAVANNAH CIVIC CENTER

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### **BALLROOM/PROMENADE ROOMS RULES & REGULATIONS**

#### **RENTAL**

Rental and access times are set forth in the contract. The Civic Center determines security coverage for each event which may require additional charges. Rental fees are non-refundable.

- **No ticketed events are allowed in the ballroom or meeting rooms.\***

#### **EVENT HOURS**

**Security remains on duty until all persons & event services associated with this event have moved in and out of the building.**

**Access Times are included in all written agreements.**

#### **CATERING**

The Savannah Civic Center Catering Policy requires that all food and beverages must be provided by Caterers that are on the facility's **Approved List of Caterers**. This list is available through your Event Coordinator.

Caterers that want to be added to this list can contact the Event Coordinator for additional information.

A copy of the Caterer's Invoice must be submitted to the Civic Center no later than 10 days prior to the event.

#### **ROOM ARRANGEMENT & SET- UP**

Set-up arrangements for the room(s) should be submitted to your Event Coordinator no later than 10 days prior to the event.

Table linens and skirting are the responsibility of the Lessee.

#### **CLEAN-UP**

After the event is over, you are responsible for clearing out all items belonging to your party and guests.

Your Caterer and Decorator must also take out all equipment and dispose of any trash or excess food.

Any rented items must be taken home. No items can be stored for later pickup.

**NO FOOD IS TO BE LEFT IN THE ROOMS. THE CIVIC CENTER IS NOT RESPONSIBLE FOR ITEMS LEFT IN THE ROOM.\***

#### **DECORATIONS**

Decorations are welcome in the Civic Center under the following conditions:

Decorations cannot be attached to the chandeliers. No nails, tacks, or any type of tape can be placed on walls.

Glitter, confetti or similar substances are not allowed. Oil burning lamps and candles are not allowed for decoration or for a table centerpiece. This does not apply to Sterno or approved catering equipment used for food preparation by your Caterer.

#### **BEVERAGE SALES**

Alcoholic or non-alcoholic beverages are allowed, but CANNOT BE SOLD at any event except by Civic Center staff.

A cash bar is available upon request starting at \$250.00 per bar.

#### **EQUIPMENT**

The Civic Center does not supply any audiovisual equipment or musical instruments.

There is a \$100.00 charge for use of the Civic Center PA system, which includes one microphone.

#### **PARKING**

**The parking lot is NOT included in room rental.**

If another event is scheduled for the Arena or Theater, there will be a \$5.00 per vehicle charge on a first-come first-serve basis.

If no events are scheduled, parking is available at the Parking Services Standard Rate posted on the lot kiosk **24/7**.

Your guests are not required to park in the lot.

#### **SECURITY**

Security is required for all events.

Security is paid in advance per event or reception for 9 hour of service; any time over 9 hours will be an additional charge.

**Security remains on duty until all persons & event services associated with this event have moved in and out of the building.**

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## APPROVED CATERERS

Always In Good Taste	912-826-4465	Shirley Wilson
John Baker III Catering	912-447-5555	John Baker
Barnes Restaurant	912-355-3850	Alan Barnes
Bejing House II	912-927-8599	Sue
Bell's on the River	912-920-1113	Kelly Love
Carey Hilliard's	912-925-2131	Frank Hutchinson
Catering and Baking Services	912-898-1822	Nick Mueller
Catering by LaVon	912-927-4800	LaVon Freeman
Chao & Chen Chinese Catering	912-231-8891	Steven Chao
Chef's Café/Professional Chefs Services	912-233-7558	Matthew Cohen or Mary Ann Murphy
Chick-fil-A	912-921-0909	Karen Connelly
Claudette's Catering	912-964-0658	Claudette Monroe
Creative Catering	912-341-3663	John Menzies
Creighton-Jones Catering, Inc.	912-354-9672	Chef Cynthia Creighton-Jones
Delightful Catering, Inc.	912-355-3930	Yvonne Friedman
Desoto Hilton	912-443-2002	Kim Chambless
Fun Time Parties	912-964-2948	Paul Cates
Fraser's Catering	843-717-2177	Ronnie & Priscilla Fraser
	843-838-9648	Tina Fraser
Gingerbread House	912-234-7303	Herbert Galloway
Holmes Catering	843-838-2000	Cynthia Holmes
Hyatt Regency	912-944-3669	Cindy Walsh
John Nicols Catering	912-232-4257	John Nicols
Johnnie Ganem Winery & Deli Catering	912-233-3032	Charlie/Paul Ganem
Lenny's Sub Shop # 515	912-651-5900	Manager
Mom & Nikki's Soul Food	912-233-7636	Nikki Bush
Nean's Cuisine	912-232-4324;272-8162	Denise Suggs
Papa's Bar-B-Que & Deli	912-897-0236	Judy & Frank Ouzts
Paul Kennedy Catering	912-507-5503	Paul Kennedy
Publix	912-920-9382	Michael Gardner
Sanfly Bar and Grill	912-354-8288	Dave Roberts
Shamrock's Irish Pub	912-897-0032	Jimmy Harvey
Shore's Southern Image	912-234-0938	Pamela Shore
Simply Southern Café	912-964-9898	John Mobley
Sodexo	912-525-7271	Tyanne Folsom
Sticky Fingers #1601	912-629-6299	Billie Young
Taste of India	912-356-1020	Roger & Pratiksha Patel
The Lady & Sons	912-233-2600	Heather Lewis
The Magnolia Grill, Inc.	912-756-3663	Bruce Ford
Thompson Hospitality Food Service	912-356-2400	Chima Ugworji
Toucan Café	912-352-2233	Steve Magulias
Tubby's Tankhouse	912-354-9040	Trace Weitz
Village Meal Catering Service	912-341-0355	Violder Polite
W.G. Shuckers	912-443-0054	Will Radmin
Whitemarsh Beverage Center	912-897-9463	Randy West
York Street Deli	912-236-5195	Mac Salter

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## SAVANNAH AREA HOTELS

BEST WESTERN-RIVER FRONT	412 W. BAY STREET	912. 233.1011
COMFORT SUITES	630 W. BAY STREET	912.629.2001
COURTYARD BY MARRIOTT	415 W. LIBERTY STREET	912.790.8287
DAYS INN - HISTORIC DISTRICT	201 W. BAY STREET	912.236.4440
DESOTO HILTON	15 E. LIBERTY STREET	912.232.9000
DOUBLETREE HOTEL- HISTORIC DISTRICT	411 W. BAY STREET	912.790.7000
FOUR POINTS by Sheraton	520 W. BRYAN STREET	912.790.1000
HAMPTON INN - HISTORIC DISTRICT	201 E. BAY STREET	912.231.9700
HAMPTON INN & SUITES – HISTORIC DISTRICT	201 MLK BLVD	912. 721.1600
HILTON GARDEN INN – HISTORIC DISTRICT	321 W. BAY STREET	912.721.5000
HOLIDAY INN - THE MULBERRY	601 W. BAY STREET	912.238.1200
HYATT REGENCY	2 W. BAY STREET	912.238.1234
THE INN AT ELLIS SQUARE	201 W. BAY STREET	912.236.4440
THE MANSION OF FORSYTH PLACE	700 DRAYTON STREET	912.238.5146
MASTERS INN SUITES	7110 HODGSON MEMORIAL DR	912.354.8560
MARSHALL HOUSE	123 E. BROUGHTON STREET	912.644.7896
OGLETHORPE LODGE	117 E. BAY STREET	912.234.8888
RAMADA INN	121 W. BOUNDARY STREET	912.238.1255
SAVANNAH MARRIOTT	100 GENERAL MCINTOSH BLVD.	912.233.7722
WESTIN SAVANNAH HARBOR RESORT	1 RESORT DRIVE	912.201.2000

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